



State of Arizona
Department of Education
Office of Diane M. Douglas
Superintendent of Public Instruction

Administrative Review Summary Report

School Food Authority Name: Cartwright Elementary District

CTD: 07-04-83

Sites: Cartwright School, Marc T. Atkinson Middle School, Southwest Education Center-Tolleson, St. Vincent de Paul

Contact: Diane Gruman

Review Date: November 7-8, 2016

Review Period: October 2016

Programs Reviewed:

☒ National School Lunch ☒ School Breakfast ☐ Afterschool Snack
☒ Fresh Fruit & Vegetable ☐ Special Milk

Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
Performance Standard 1: Certification & Benefit Issuance- Critical Area		
No findings.		<i>None required.</i>
Performance Standard 1: Meal Counting & Claiming- Critical Area		
Meal count totals by category for the month of review at 1 site during breakfast were not correctly combined and recorded. This was deemed a non-systemic error and contributed toward fiscal action calculations. However, due to the \$600 disregard fiscal action was not assessed.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal service lines provide an accurate count by eligibility category.</i>
Performance Standard 2: Meal Components & Quantities- Critical Area		
On the day of review, it was observed that 3 meals counted for reimbursement did not contain all of the required meal components.	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Provided guidance on milk allergy and appropriate substitutions in a serve only setting. Please note that this finding contributed toward fiscal action calculations. However, due to the \$600 disregard fiscal action was not assessed.	<i>Please provide a written description of the changes that have been made to ensure that all meals counted for reimbursement contain all of the required meal components.</i>
Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area		
No findings.		<i>None required.</i>

Meal Access & Reimbursement: Certification & Benefit Issuance

No findings.

None required.

Meal Access & Reimbursement: Verification

No findings.

None required.

Meal Access & Reimbursement: Meal Counting & Claiming

Daily edit checks are not being conducted appropriately.

Discussed using total numbers only for non-base year sites. For Southwest, the correct eligibles need to be used in the edit check and claim, and the monthly edit check needs to include all free, reduced, and paid numbers. Attendance factor needs to be updated for all sites.

Please provide written assurance that daily edit checks will be conducted appropriately. An updated version was provided for Southwest, please provide copies of updated daily edit check worksheet for the other sites.

Meal Pattern & Nutritional Quality: Offer Versus Serve

Signage which explains what constitutes a reimbursable meal was not displayed to students during breakfast in the classroom.

Signs were posted on breakfast bags during on-site visit. Discussed ensuring that signs are visible when bags are open.

No further corrective action required.

Discussed refresher training for teachers operating lunch in the classroom to remind them of OVS requirements or potentially moving to serve only for younger grades.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

None required.

Resource Management

Adult meal prices are not in compliance for sites in a non-base year.

Discussed that the price of adult meals at non-pricing sites should be the free reimbursement plus the per meal value of USDA foods, which can be found at: <http://www.fns.usda.gov/fdd/value-donated-foods-notice>.

Please provide written assurance that the correct formula will be used when pricing adult meals next school year.

General Program Compliance: Civil Rights

No findings.

None required.

General Program Compliance: SFA On-Site Monitoring

No findings.

None required.

General Program Compliance: Local Wellness Policy

No findings.

None required.

General Program Compliance: Competitive Food Services

No findings.

None required.

General Program Compliance: Professional Standards

No findings.

None required.

General Program Compliance: Water

No findings.

None required.

General Program Compliance: Food Safety, Storage and Buy American

A copy of the written food safety plan was not made available at one of the sites.

Discussed that this should site specific and be easily available at each food site.

Please provide written assurance that a copy of the written food safety plan has been made available at each site.

The most recent food safety inspection report was not posted in a publicly visible location at 1 site.

Inspection was posted during on-site visit.

No further corrective action required.

General Program Compliance: Reporting & Recordkeeping

No findings.

None required.

General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

No findings.

None required.

Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

Not operating as of AR.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2017 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

No findings.

None required.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Comments/Recommendations:

Congratulations! Cartwright Elementary District has completed the Administrative Review in the 2016-17 school year. Thank you to all the staff at Cartwright for their efforts and hospitality during the Administrative Review process. It was a pleasure to visit your District and meet with the staff, and observe how hard they work to administer the school meals programs. Keep up the great work!

Fiscal Action Assessed?

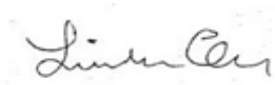
☐ Yes- SBP

☒ No- SBP

☐ Yes- NSLP

☒ No- NSLP

Please submit corrective action response by January 9, 2017 to Lindsey Cler at lindsey.cler@azed.gov or 1535 W. Jefferson St, Bin #7, Phoenix, AZ 85007 .



5-Dec-16

Reviewer Signature

Date



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